

## Position Opening

The Hampton Recreation and Parks Department is seeking a qualified applicant to fill a part time (28-hours per week) Recreation Operations Assistant position. The requirements for this position will include a working knowledge of office procedures, including but not limited to bookkeeping, general office work, answering the phone, registering customers for programs and special events, graphic design, website maintenance, and problem solving for each of the four subdivisions of the Department.

The ideal candidate should possess a post-secondary degree and or certificate, plus a minimum of three years' experience in general office work or any equivalent combination of education and experience which demonstrates possession of required knowledge, skills and abilities.

Please come by the Recreation office for an application and return same with resume and cover letter to the Town of Hampton, 100 Winnacunnet Rd. Hampton NH 03842. Attention: Mr. Fred Welch, Town Manager. Resumes will be accepted until position is filled. The Town of Hampton, NH is EOE. No phone calls please.

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